

IMPORTANT NOTE: These instructions only apply to applications being submitted to the REB Office that administers REBs 1,2,3,4. Please see <https://www.mcgill.ca/medhealthsci-researchethics/> for submission to the medicine REB.

1. Log in to eRAP using your McGill username and password at <https://infoed.is.mcgill.ca>.
2. Select **Human Protocol**. Then select **Create New Human Protocol** and click Continue. This will open the application form window.
3. Before filling out the application, read the **Instructions** section at the top of the form. Note that all items with a red asterisk (*) are mandatory. Remember to regularly  your progress (top-right corner).
4. In the **General Information** section, **Protocol #** is automatically assigned. For **Study Title**, remove the pre-populated text and type in the title of your study.
5. If you answer “Yes” to affiliation with the Faculty of Medicine and Health Sciences, or to the question regarding study funding from DHHS, DOD, NIH, NSF, FDA or to the use of medical procedures, interventions, genetic testing or use of tissues, you will be directed to the IRB Medicine form. The rest of this guide will not apply.
6. In the **Access to Edit Application** section, your name displays as the PI. Click  to add any McGill member you wish to have edit access.
7. If you are not the PI, you must click  to select the PI. The box indicating Principal Investigator must be checked off next to their name. Delete your name if the PI does not want to give you edit access.

8. Complete the application form. Questions with an **asterisk** are mandatory. Remember to upload all supporting documents (e.g. recruitment ads, consent forms, surveys, etc.) in the relevant sections of the application.
9. To save the application for later completion, click **Save** at the top of the form. To find the application later, log back in to eRAP and search for the record using **Locate Records** or the **Quick Find** box entering the protocol number or study title.
10. When ready to submit
 - a. Click on the **Submission Approval** tab and select “I am the PI” from the dropdown.
 - b. Click **Save**.
 - c. Click the checkbox for the **Locked** field. . A message will appear if mandatory questions have not been completed.
 - d. Click **Submit**. Your application will be sent to the REB for review.
11. If you are an RA preparing the application for the PI, there are 2 options.
 - a. The **preferred option** is to inform the PI the application is ready for review. The PI will go into the application, review, make any required changes, and then submit the application to the REB, following the steps above.
 - b. The RA can select “I am not the PI” from the dropdown and click **Submit**. The application will then be forwarded through eRAP to the PI. The PI will receive an email notifying them that their approval is needed. They will then have to go into eRAP, review, click on the **My Assignments** tab to send it to the REB for review.

For technical assistance with eRAP, contact erapsupport@mcgill.ca or call 514-398-7394.